

Good afternoon,

An error in the formatting of the **Long Form** was brought to my attention on May 23rd, 2016.

If you are using the Short form, disregard this notice.

If you have already submitted the application, do not panic; I will contact you directly to fix the form.

The formatting error was in one cell on page 3: the one that adds up the total in **Part 6** for **FY 2016 Actual YTD**, line **9. Total Earned Income**. There is a different cell that referenced the incorrect cell and will also show incorrect numbers: **Part 6 Line 23 Total Revenue FY 2016 Actual YTD**. **ALSO, if you used the totals in Part 6 (page 3 only) to fill in the items in Part 3 (on page 1), your numbers might not be correct.**

Please check your numbers to see if they are adding up correctly; if they do not please select an option from below according to your situation/resources and follow the instructions.

OPTION 1

If you have not started or aren't too far along filling out the application: download the entire updated application (titled: LONG-APPLICATION-2017-FILLABLE-UPDATED.PDF) and fill out. Submit with the rest of your documents.

OPTION 2

If you are mostly done, or have not finished page 3: download the one-page file titled: PAGE-3-UPDATED.PDF

- a. Replace the old page 3 with the UPDATED page 3 if you have the software to do so
- OR**
- b. Finish the old version (except page 3, and double check Part 3 on page 1) AND finish the UPDATED page 3, then
 - i. Print both files
 - ii. Toss out the old page 3
 - iii. Add the updated page 3 into the application
 - iv. Scan the document with the updated page as a single digital file
 - v. Submit when ready with the rest of your documents

OPTION 3

If you cannot do either of the above (**please note:** there are several dozen entities applying for funding through this process; I do not have the resources to do this step for each of you: if you can do options 1 or 2 as explained above, do so.)

1. Finish the old version (except page 3, and double check Part 3 on page 1) AND finish the UPDATED page 3, then
 - a. Email both pdf files to me at mariely.ortiz@erie.gov with your name, entity name, and phone number.
 - b. I will return them to you as a single pdf file. **THEY WILL NO LONGER BE EDITABLE.** Make sure to send your FINAL version. Do not wait until the deadline (June 10th) to send me your documents.

OPTION 4

If you cannot do any of the options listed above, contact me at 716-858-1916 Monday through Friday 8:30 am to 4:30 pm.

The updated forms (the entire long form file and the updated page 3 file) are available on www.erie.gov/culturalfunding

I am deeply sorry for this mistake, and I apologize for the inconvenience.

Do not hesitate to call me with any questions.

Respectfully,
Mariely

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